Scanning Checklist

As a state agency, we must follow the state's Digital Imaging Policy and Procedure when scanning official University records. The below checklist was created in an effort to help staff comply with these requirements.[1] It highlights the important steps departments should take when scanning documents.

Select File Format

Many scanning devices allow the user to select a file format when imaging a document. PDF or PDF/A is the generally an acceptable file format, however, other file formats may be permissible. See section 4 of the Digital Imaging Standards for details.

Specify Image Resolution

Image resolution is measured in pixels per inch (ppi). Scanners should be set to a minimum of 300 ppi.

Compression Setting

Compression is a technical process scanners use to reduce space requirements for digital information. Too much compression can affect the quality of a document. Some scanners allow users to adjust compression settings. Where possible, staff should attempt to configure their devices to the lowest possible compression setting.

Inspect Quality

Documented quality assurance procedures should be a part of the scanning workflow. For multi-departmental processes (such as scanning and submitting a record to another department for processing), seek guidance from the department receiving and maintaining the electronic record. See section 17 of the Digital Imaging Standards for additional examples of quality control steps.

Rename File

File names should be standardized for consistency. An appropriate file-naming convention may differ from project to project, but one should be developed that will allow records to be retrieved with ease. For multi-departmental processes, seek guidance from the department receiving and maintaining the electronic record[2].

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[1]This checklist is a quick guide for scanning processes *only*. Other technical standards integral to digital imaging projects, such as indexing, audit trails, metadata and back-up systems requirements, should be reviewed at: http://rim.uconn.edu/?p=70. Taking all necessary measures will help to ensure the reformatted digital record can replace the original paper copy as the new official record.

[2] An example is the offer letter process using the following file-naming convention: YYYYMMDD-LastNameFirstName. YYYYMMDD represents the anticipated start date as stated in the offer letter. Last name and First name reflects the individual being hired. For example, if Jane Smith is starting on July 1, 2016, the file name should be 20160701-SmithJane.

Retention and Destruction of Original Record

Some departments may require the original paper records be maintained for a period of time even after they have been scanned. For multi-departmental processes, seek guidance from the department receiving and maintaining the electronic record. Once any of these internal retention requirements are met, request permission to destroy the original paper records using form RC-108.1. This form is available at: http://rim.uconn.edu/?p=70. Once the approved form is returned, shred the record(s)[3].

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[3] Best practice is to shred records promptly upon receiving destruction approval. However, in some cases the University may be required to suspend the destruction of records. For additional guidance, visit: http://rim.uconn.edu/?p=337.

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